Centrally Billed Account (CBA) Process

Naval Air Warfare Center, Aircraft Division
Comptroller Department
Accounting Division
Cost Accounting Branch

Introduction

 Define the CBA process at NAWCAD

Background

- NAWCAD is processing travel orders in Travel Manager version 7.1C
- Travel Manager prints the CBA account number on the hard copy travel order.

- SATO keys in the CBA account number in the SABRE system when issuing the ticket.
- The travel obligations interface from Travel Manager on a daily basis to Defense Industrial Fund Management Systems (DIFMS)

 NAWCAD averages 2900 transactions per month for airline tickets totaling approximately 1.5 million dollars.

Process

 Electronic File of airline tickets billed to the activity is received from SATO HQ.

 File is run through a local program developed by NAWCAD to ensure the obligation is there.

Local Program

 Using the electronic file, the following data elements are compared to data in MIS:

 Travel Order Number-Is travel order found?
 Yes - continue
 No - go to invalid Traveler Name Does the traveler name match?
 Yes - continue
 No - go to invalid

Ticket Amount Is there sufficient funds in the ticket balance amount?
 Yes - go to valid
 No - go to invalid

 An average of 18% of the transactions fall to invalid

6% No travel record found

4% Name mismatch

90% Insufficient Funds on FADA

(original estimated cost too low)

Invalid transactions are researched and the appropriate action is taken:

NO TRAVEL RECORD FOUND

- incorrect document # listed (request to change document #)
- emergency manual tango was issued (add record to financial system)

- NAME MISMATCH
 - incorrect document # listed (request to change document #)
- INSUFFICIENT FUNDS ON FADA
 - low estimate (increase obligation in financial system)

Key Points to Success

 When travel orders are canceled in Travel Manager, we do not cancel the airline ticket cost

 When the CBA file is received, it is made a priority item to be worked